

<b><i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE PD 34-105</i></b> <b><i>MAY 1, 2013</i></b>	
<b><i>Facilities and Equipment</i></b>	
<b><i>PERSONAL PROPERTY</i></b>	
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<b><i>SUMMARY OF REVISIONS:</i></b>	

1. Introduction. NMFS employees, contractors, and associates have an obligation to protect and safeguard government furnished equipment assigned to them, and to use government equipment in a safe, responsible manner.
2. Objective. The objective of NMFS' property program is to ensure accountability through compliance with Department and NOAA policy documents. NMFS is not creating new policy; however, procedures to this policy provide NMFS-specific instruction to achieve compliance and efficiency.
3. Authorities and Responsibilities. This directive establishes the following roles and responsibilities:
  - a) NMFS headquarters has delegated to the Chief Financial Officer/Chief Administrative Officer overarching responsibility for NMFS' property programs.
  - b) The NMFS Property Management Officer, within Management & Budget's (MB) Facilities, Safety, & Logistics Division (FSLD), is responsible for administration, policy, and oversight of the personal property program.
  - c) NMFS' Financial Management Center (FMC) directors are responsible for ensuring compliance with program requirements.
  - d) Within FMCs, property is maintained by Property Custodians, with oversight, validation, and administrative control provided by Property Accountability Officers.
4. Measuring Effectiveness. The Chief, Facilities, Safety & Logistics Division will periodically review program objectives. The NMFS Property Management Officer will evaluate conformity with DOC and NOAA property policy requirements, and submit an annual report to the DAA.
5. References. Department Personal Property Management Manual; NOAA Personal Property Bulletins.

**SIGNED:** Paul Doremus for  
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May 1, 2013  
 Date